

FTP Instructions for KDE School Photos

First create a directory on your local hard drive (C:) named (pics) for the school picture(s) and copy them into that directory. Please use the following naming conventions:

NOTE: The file names for each photo are a combination of the district number and the school number, separated by an underscore.

Example: `141_080.tif` for Cumberland Co. HS

Next start a Command Prompt.

Win9x users:

Select `Start` → `Run` then type `command` and hit enter.

WinNT/2000 users:

Select `Start` → `Run` then type `cmd` and hit enter.

From the command prompt type the following and hit enter (↵) after each line:

```
C: ↵  
cd\pics ↵
```

You should have a command prompt that resembles this:

```
C:\pics>
```

Now perform a directory listing by typing `dir` at the command prompt.

Win9x users will see:

```
Volume in drive C has no label  
Volume Serial Number is 1E2C-0EE3  
Directory of C:\pics  
  
.  
..  
141_080  TIF      237,109  11-15-02  2:04p  141_080.tif  
1 file(s)                237,109 bytes  
2 dir(s)    1,672,736,768 bytes free  
  
C:\pics>
```

WinNT/2000 users will see:

```
C:\pics>dir ↵
Volume in drive C has no label.
Volume Serial Number is D83A-0B7E

Directory of C:\pics

11/15/2002  01:44 PM    <DIR>          .
11/15/2002  01:44 PM    <DIR>          ..
11/15/2002  01:45 PM                237,109 141_080.tif
               1 File(s)                237,109 bytes
               2 Dir(s)   1,799,872,512 bytes free

C:\pics>
```

Once you have verified that your photo(s) is listed in the directory you will start an FTP session and transfer the file(s) to the KDE FTP server. Follow the steps below to complete this process. The commands you must type are in **bold, blue** text. Be sure to hit enter (↵) after typing in each command. The result of each command is shown as well.

1. C:\pics>**ftp pics.kde.state.ky.us** ↵
Connected to pics.kde.state.ky.us.
220 ketsrdres1 Microsoft FTP Service (Version 5.0).
 2. User (pics.kde.state.ky.us:(none)): **pics** ↵
331 Password required for pics.
 3. Password: **picture** ↵
230 - Welcome to KDE's School Picture Repository. This site will be available until October 29, 2004. In the event you have difficulties using this site, please contact the KETS HELP DESK at (866) 538-7435.
230 User pics logged in.
 4. ftp> **bin** ↵
200 Type set to I.
 5. ftp> **hash** ↵
Hash mark printing On ftp: (2048 bytes/hash mark) .
 6. ftp> **put xxx_xxx.tif** ↵ (repeat this step for each photo before going to step 7)
200 PORT command successful.
150 Opening BINARY mode data connection for 141_080.tif.

226 Transfer complete.
ftp: 237109 bytes sent in 0.02Seconds 11855.45Kbytes/sec.
 7. ftp> **bye** ↵
221
- C:\pics>

Exit the command prompt when you have completed your file transfers. If you experience difficulty or have questions, please contact the KETS HelpDesk @ 1.866.538.7435. Thank you.